

**7 November 1997**

**Personnel**



**NEWCOMERS' ORIENTATION PROGRAM**

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Supersedes HOI 36-2101, 30 June 1995

Pages: 2

Distribution: F:

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This operating instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*. It provides responsibilities for conducting the HQ AFRC Newcomers' Orientation Program. The purpose of the program is to welcome newcomers to the AFRC family; provide an overview of the mission, policies, and programs; and ensure each individual has a smooth transition into the headquarters.

**SUMMARY OF REVISIONS**

This revision changes the procedures for conducting newcomer sessions.

**1. Newcomers' Orientation Program.** The AFRC/PA, in coordination with AFRC/CV and AFRC staff agencies, conducts a Newcomers' Orientation Program for all military, including air reserve technicians, and civilian members assigned to HQ AFRC. Attendance of spouses is encouraged.

**2. Responsibilities:**

2.1. Office of Public Affairs:

- 2.1.1. Manages the overall program.
- 2.1.2. Ensures availability of AFRC/CV/CS or designated senior officer to welcome the group.
- 2.1.3. Schedules and arranges orientations, to include reserving the command conference room, arranging speakers, and producing handouts.
- 2.1.4. Prepares and distributes agenda, welcome brochure, fact sheets, and questionnaires.
- 2.1.5. Publicizes sessions through the LAN, by letter, at staff meetings, and other means as necessary.
- 2.1.6. Collects completed questionnaires and prepares synopsis for AFRC/CV.

2.1.7. Evaluates program to determine when changes are needed.

2.1.8. Arranges for the command and other appropriate briefings.

2.2. Functional Staff Offices:

2.2.1. The 951st RSPTS/CC/CCF welcomes regular active-duty members and statutory tour reservists, and briefs them on military matters pertaining to AFRC and the base.

2.2.2. AFRC/SCSVG manages audiovisual equipment to accommodate briefers.

2.2.3. AFRC/DOC presents the AFRC operations summary.

2.2.4. AFRC/DP provides current personnel issues, including labor and union matters, and discusses civilian personnel issues and the air reserve technician program management.

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